

FIRE BUREAU CHIEF

Definition

Under direction, administers the activities of one of the Fire Department's divisions or other area of responsibility as assigned.

Distinguishing Characteristics

Fire Bureau Chief is the division manager level in the Fire series. Incumbents administer the operation of either the Fire Suppression, Fire Prevention and Investigative Services, Support Services or Training Division. Incumbents assist the Fire Chief in planning and directing programs which affect the mission of the department and, through Fire Battalion Chiefs and other managers, plan, coordinate and manage the activities of the division to which assigned. Reporting to the Fire Chief, this class is distinguished from the Fire Battalion Chief in that incumbents of the latter have supervisory responsibilities over fire companies within a district of the City on an assigned shift. A Fire Bureau Chief will, in the absence of the Fire Chief, assume full command responsibility for the operations of the Fire Department. These are unclassified positions in which incumbents serve at the will of the Fire Chief.

Typical Duties

(May include but are not limited to the following)

Assists the Fire Chief in planning and directing programs which affect the mission of the Fire Department.

Informs the Fire Chief of day-to-day activities and any unusual occurrences.

Assists the Fire Chief with the analyses of emergency services problems.

Assumes responsibility for the management and efficient operation of a division through the distribution of work, personnel, resources and apparatus within the department.

Assists in the development of administrative policies and procedures and works to develop short and long range plans and improvements to provide effective fire and life safety protection for the community.

Assists the Fire Chief In the preparation and management of the department budget; controls and monitors expenditures.

Implements, reviews, evaluates and updates programs and procedures through Fire Battalion Chiefs and other department managers.

Coordinates with department managers to effectively administer the rules and regulations.

Projects future fire protection needs, maintains liaison with other City departments involved in the planning

processes that interact with their divisions and the department as a whole.

Prepares and presents oral and written reports; may attend internal and external meetings as deemed appropriate and/or necessary by the Fire Chief.

Responds to emergency incidents when necessary and may take command of such incidents, using identified and adopted City emergency scene management principles, guidelines and procedures.

Plans, implements and directs new recruit and in-service training programs.

Evaluates operational service delivery areas to identify where improvements may be needed; evaluates and proposes new programs or program modifications to meet operational needs.

Prepares and/or reviews reports and keeps necessary records which comply with Federal, state and local laws and fire protection standards.

Appraises and counsels subordinates on matters pertaining to job expectations and performance of both the department and performance of personnel.

Provides career counseling for subordinates for the purpose of personal development and identification of specific training and educational needs.

May represent the department by active participation and membership in civic and community organizations, as well as professional organizations at the city, state, national and international level.

May be assigned to work in other functional areas to cover absences or provide relief, or to equalize or balance workloads.

Performs related duties as assigned.

Knowledge, Skills and Abilities

Knowledge of the principles and “best practices” of public administration.

Knowledge of the principles, practices and techniques of contemporary firefighting and rescue operations.

Knowledge of the principles of arson investigation.

Knowledge of the laws, rule and regulations related to fire control and prevention.

Knowledge of department policies and procedures.

Knowledge of emergency communications procedures.

Knowledge of contemporary training techniques.

Knowledge of the principles, practices and techniques of planning, research and development.

Ability to evaluate emergency situations and implement effective action.

Ability to supervise and direct subordinate personnel.

Ability to establish and maintain effective working relationships with others.

Ability to prepare and present comprehensive oral and written reports.

Minimum Qualifications

Permanent status and current appointment as a Fire Battalion Chief for the City of Fresno Fire Department; or current appointment and two years of continuous service at the rank of Fire Captain with the City of Fresno Fire Department and a Bachelors Degree in a related field; or a minimum of five years of continuous service at the rank of Fire Captain with the City of Fresno and an Associate Degree.

Desirable Qualifications

Graduation from an accredited college or university with a Masters Degree in a related field is preferred. Desirable qualifications include: Chief Fire Officer Designation, Chief Officer Series for the State of California, NFPA Fire Officer Certification I, II, III, IV, and involvement in municipal, regional or state community service.

Necessary Special Requirement

Possession and maintenance of a valid California Driver's License is required during the entire term of employment as Fire Bureau Chief.

Future recruitments for Fire Bureau Chief will require possession of a Bachelors Degree from an accredited college or university in a related field as part of the Minimum Qualifications.

APPROVED: _____ DATE: _____
Director